



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

September 13, 2002

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-16

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Reporting to Teachers' Retirement System of Louisiana (TRSL)

Effective immediately, TRSL has requested that the Office of Information Services (OIS) no longer send daily electronic enrollment, termination, or address files to TRSL for ISIS HR Paid Agencies. OIS will continue to send the monthly deduction/payment file which includes the employee deduction data for each month.

Agencies must follow TRSL procedures for submitting the appropriate documentation to TRSL for new employees, termed employees, and employee address changes. Contact TRSL for these procedures.

JWC:APH:kmb

c: Dana Vicknair, TRSL